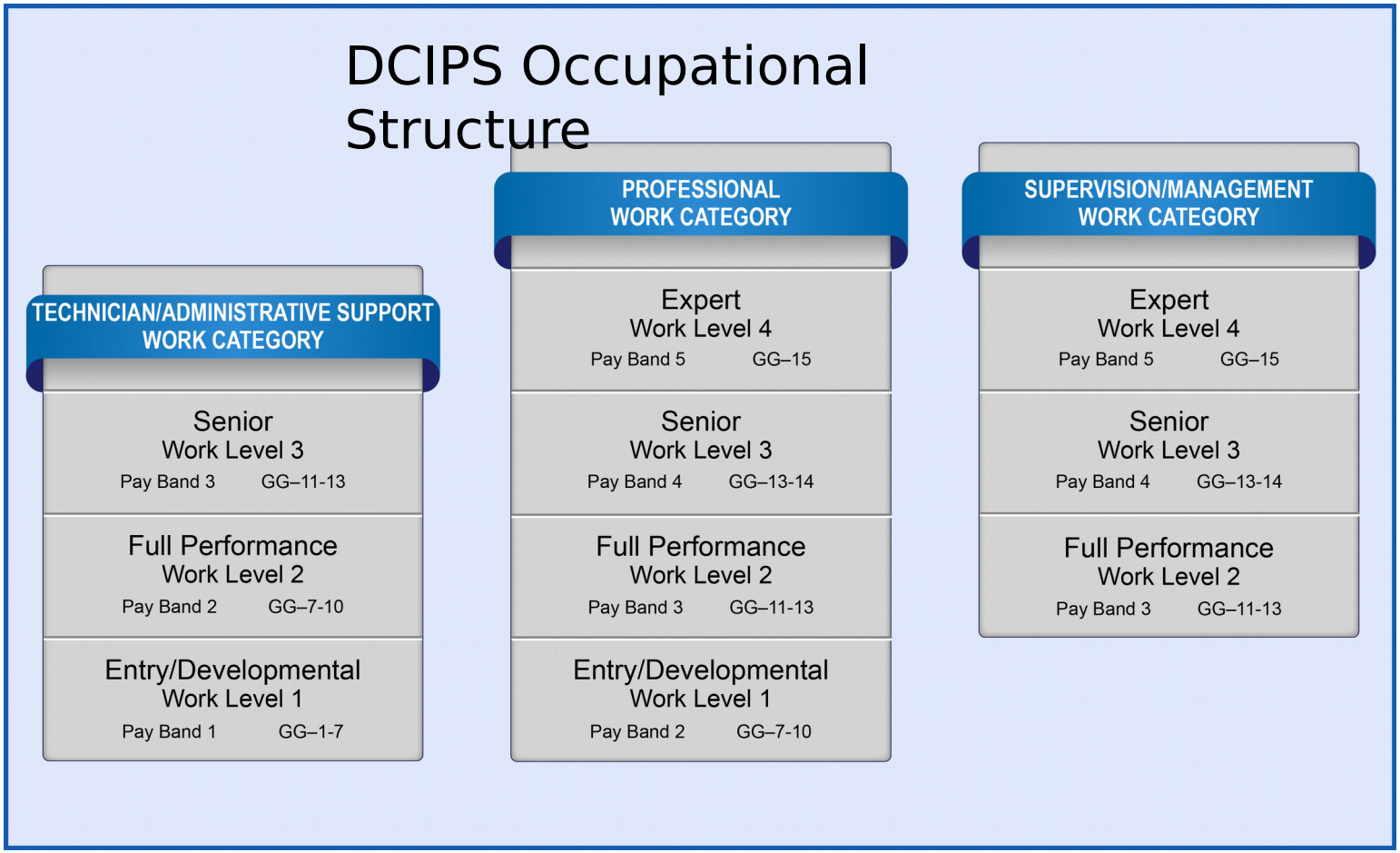
Lesson 4: Position Alignment

Duration: 2 hours, 30 minutes

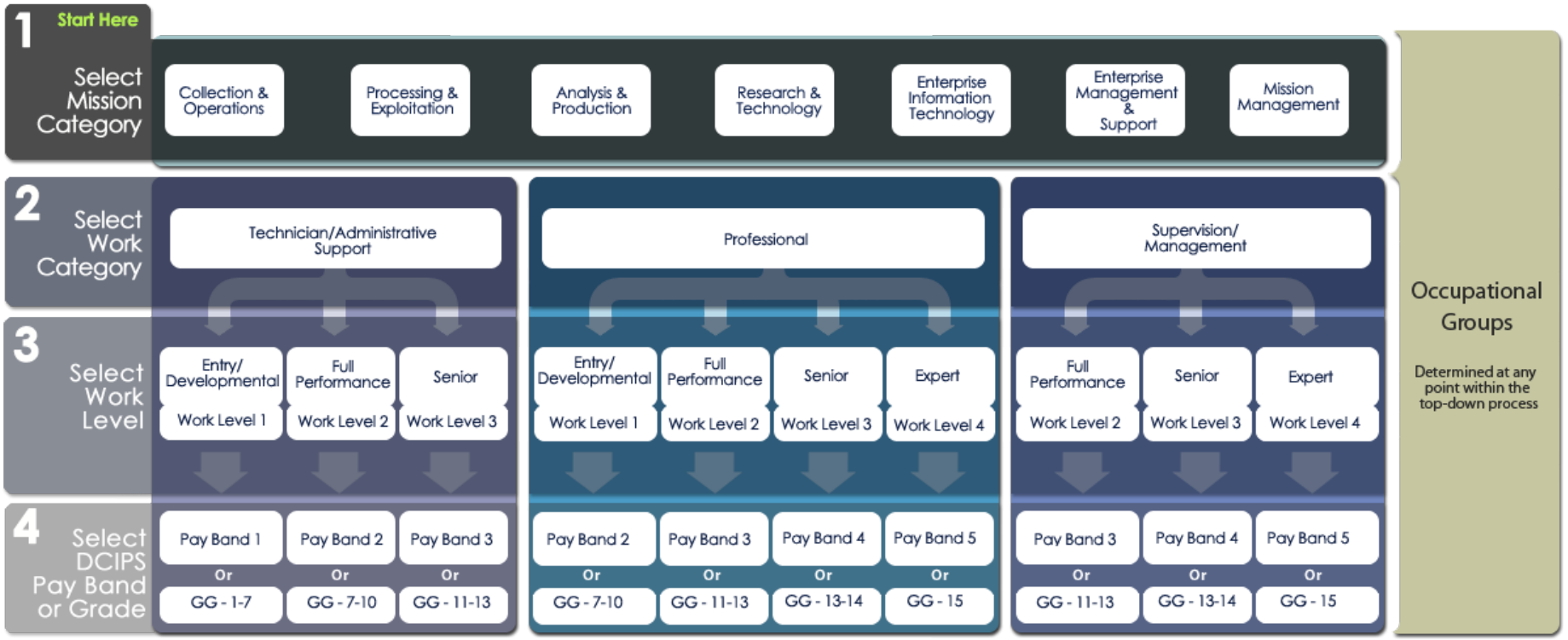
Lesson 4 Topics

- Topic 1 – Aligning Positions to the DCIPS Occupational Structure
- Topic 2 – Fair Labor Standards Act (FLSA)

DCIPS Occupational Structure



Top-Down Alignment Approach

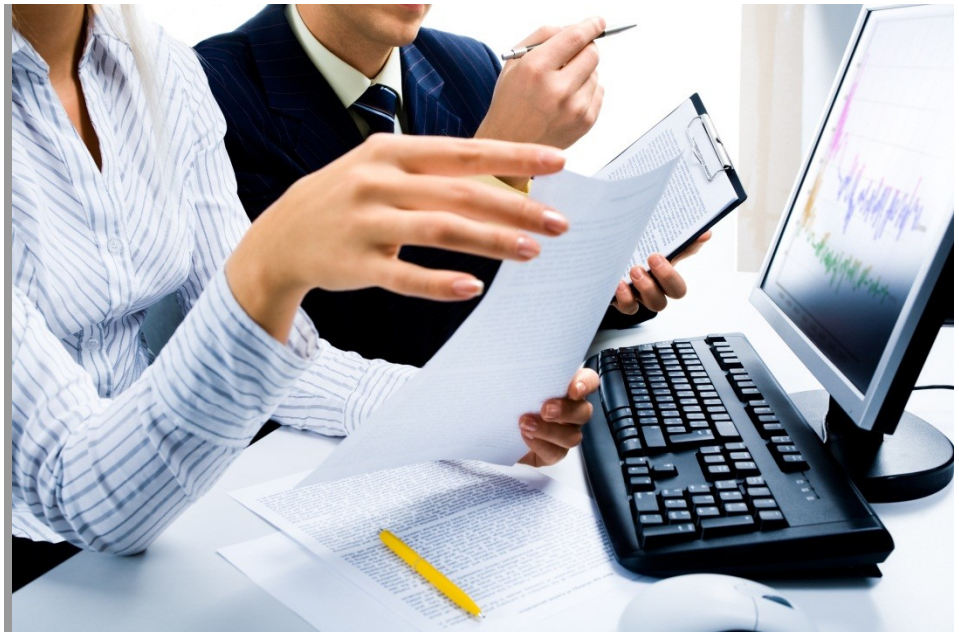


Position Alignment Overview

Position alignment considers the position's level of difficulty, mission of the organization, and comparison of work to specific DCIPS standards using a written description of the work.

Position Description Defined

- What is a position description?
- What document is used to align a position?



Accurate Position Descriptions

- What are possible results of inaccurate alignment to the DCIPS Occupational Structure?
- What items are documented in an accurately aligned position description?
- How can information from accurate position descriptions be used?

Work Level Exercise

- Each group will be assigned to a work level (1 to 4).
- 10 minutes to research and prepare presentations explaining the work level.
- 3 to 5 minutes each to present findings.

DCIPS Volume 2007

DCIPS Nonsupervisory Grade Conversion Chart, Volume 2007,

DCIPS Work Category and Work Level Descriptor	GG Grade Level	Total Points
Entry/ Developmental Work Level for the Technician/Administrative Support Work Category defined in Appendix 2	1	< 45
	2	
	3	
	4	45-79
	5	80-104
	6	105-129
	7	130-159
Entry/ Developmental Work Level for the Professional Work Category; Full Performance Work Level for the Technician/Administrative Support Category	7	130-159
	8	160-179
	9	180-204
	10	205-224
Senior Work Level for the Technician/Administrative Support Work Category; Full Performance Work Level for the Professional Work Category	11	225-244
	12	245-294
	13	295-339
Senior Work Level for the Professional Work Category	13	295-339
	14	340-379
Expert Work Level for the Professional Work Category	15	380 and above
When applying this grade conversion chart, all work is aligned first to the Work Category and Work Level using the guidance contained in this Volume, and then to the appropriate GG grade based on this chart.		

Position Alignment Exercise

- Go to the Reference Guide, Tab 2, for the DCIPS Occupational Structure diagram for use in this exercise.
- The goal of this exercise is to identify the appropriate mission category, work category, work level, and band or grade for each of the positions listed on pages 4_18 through 4_38.
- You will have one hour.
- Record the rationale for each determination.
- Refer to Volume 2007 in your Supplemental Reference Guide (Tab 7) to assist you with the process.
  - Particularly, you will need to reference Volume 2007, Appendix 4 when assigning the GG Grade.

Fair Labor Standards Act (FLSA)

- Exemption status
  - Exempt employee **is not** covered by FLSA
  - Non-exempt employee **is** covered by FLSA
  - Status is based on the job position, not the employee
- Assume that FLSA covers the position (non-exempt status) unless there is a clear determination that one or more of the FLSA exemption criteria apply

Lesson 4 Review

- Topic 1 – Aligning Positions to the DCIPS Occupational Structure
- Topic 2 – Fair Labor Standards Act (FLSA)